

## **IT Application Development Sharepoint Project Support**

### **1.0 General**

Arcata currently requires support to meet development needs in the quickly growing Dryden Flight Research Center (DFRC) SharePoint environment.

The demand for development by Dryden's current SharePoint development staff is great which has resulted in a backlog of projects. Dryden seeks the ability to add SharePoint developers as needed to meet high development demands in the SharePoint arena.

### **2.0 Scope**

The primary responsibility of the SharePoint Development contract staff will be to support the design, development, and implementation of SharePoint projects.

The contractor shall:

1. Partner with customers to formulate business requirements, design, develop, test, and implement SharePoint Team sites utilizing existing SharePoint 2010 environment.
2. Web part and user control development.
3. Form development, including integration with back end databases.
4. Workflow development using SharePoint Designer.
5. Build and edit web-based access views and reports used to transfer data to customers as approved.
6. Integrate non-SharePoint related services into SharePoint applications as needed (i.e., Remedy, Oracle Databases, SQL Databases, File Shares).
7. Development of Business Intelligence dashboards and reports to accurately reflect metrics as requested by customer.
8. Provide input to the scheduling and coordinating of projects to include involvement in the design phase. Conduct analysis and determine information needs and elements, data relationships and attributes, proposed manipulation, data flow, storage requirements, data output and reporting capabilities.
9. Work closely with the Server Administration and Database Administration teams as needed.
10. Fully document all products produced in accordance with guidelines provided by Arcata application development supervisor.
11. Provide end user guides for each product produced.
12. Diagnose and resolve configuration issues, as well as connectivity and authentication issues.
13. The contractor shall assist NASA in the development of applicable documentation required by NPR 7120.7. NPR 7120.7 is the NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements Document.

### **Requirements**

1. Personnel generally perform work onsite. Work space, computer equipment, desk phone and general office supplies will be provided. All work will be completed on the

Government provided computer system. No other systems are to be utilized for work on this Government project.

2. All SharePoint development work will be completed on the SharePoint development server. Project will be reviewed by the Arcata Associates Lead SharePoint developer before transitioning to the production environment.
3. Contracted firm employs numerous SharePoint Developers who would meet requirements to perform work on a Government installation.
4. Arcata will be allowed to review resumes of potential developers and to interview them before he or she is assigned to work on the project.
5. Should a developer assigned to the project be deemed incapable of performing the tasks assigned to him or her, Arcata will immediately notify the contractor. The contractor shall submit resume's for replacement developers within business 3 days for review. The non-performing developer will be replaced within 3 business days of his or her selection by Arcata.
6. A non-disclosure agreement shall be executed prior to initiation of contract work.
7. Tasking procedures chosen that minimize overhead and delay without loss of situational awareness shall be defined by onsite contractor Arcata.
8. The Government will not be held liable for cost overruns beyond obligated funding
9. Support will be incrementally funded by the Government. At no time is work authorized beyond the funding currently available on the contract unless authorization is granted in writing by Arcata's Logistics Manager or their designee.
10. The Government will provide Agency user accounts and security authentication devices and services as necessary to conform to Government IT security policy.
11. The contractor will not be paid for Government holidays, nor will contractor be allowed to work on Government holidays. A list of Government Holidays is attached as Exhibit 3.
12. The contractor will work a standard 40 hour week that will consist of Monday through Friday from 0730 through 1630 with a one-hour lunch period unless a Government holidays is observed during this period. Should a change occur that impacts the work schedule for the Arcata contract, the contractor's schedule will be modified to coincide with the change.
13. The total hours worked on the contract are not to exceed 1,040 hours unless an agreement is met by both parties for extension.
14. In the event of a Government shut-down or budget action, contract will be suspended until Government facility reopens or Government funding has been reinstated depending upon circumstance of suspension.

## **Deliverables**

1. Deliverables for specific tasks are TBD and complicated by the incremental nature of funding, but tasks will be scoped and/or phased appropriately for the obligated funding. Tasks will be agreed to in writing - email is acceptable for recording agreements on task deliverables. See Exhibit 1 and Exhibit 2 for a description of the SharePoint projects to initially be assigned.
2. Progress Reports: Written descriptions of activity and accomplishments shall be delivered as required.
3. SharePoint projects and documentation associated with specific development tasks shall be delivered on the SharePoint Development server.
4. If identified as appropriate for specific tasks, deliverables may include third party hardware and software.

**Optional Periods of Performance (Must be exercised by written contract modification and signed by both Arcata's Procurement Department and company representative)**

1. Option 1 – Three-month extension. Existing contract to be extended for a period of three months (not to exceed 520 hours) to continue SharePoint development activities. A task list will be provided at time of extension outlining work to be completed.
2. Option 2 – Six-month extension. Existing contract to be extended for a period of six months (not to exceed 1040 hours) to continue SharePoint development activities. A task list will be provided at time of extension outlining work to be completed.

**Security Clearances**

The contractor personnel shall be able to obtain and maintain appropriate security clearances which requires United States citizenship.

**3.0 Safety and Quality**

The following will outline the contractor's role and responsibilities with compliance to DFRC standards.

**A. Safety**

It is the responsibility of the entire workforce at DFRC to be aware of, and strictly adhere to all applicable safety standards. These regulations and standards can be found on Dryden Xnet under the SMA (Safety and Mission Assurance) heading. IT Security personnel are responsible for the following.

**1. Equipment Operation**

- Awareness of equipment hazards located in each area of shop.
- Proper operation of equipment in accordance with applicable DEI (Dryden Equipment Instruction).

**2. General Safety**

- Awareness of Close Call reporting system.
- Awareness of importance of general work area housekeeping.
- Awareness of proper work attire.
- Avoidance, notification and removal of slip or trip hazards.
- Awareness of Sub-floor hazards and Fire safety systems.
- Awareness of building evacuation procedures.

**B. Quality Assurance**

To ensure the highest level of safety and mission assurance, DFRC has implemented the ISO 9000 program. The implementation plan is outlined in the DMSM (Dryden Management System Manual). This manual and all related documents can be referenced on Dryden Xnet. At the beginning of each task,

the contractor will reference applicable DFRC instructions. The instructions on these documents will be followed until the assigned task is completed.

**Period of Performance and Schedule:**

Period of Performance will begin on a mutually agreed upon Monday following award of contract and will continue for six months (not to exceed 1,040 hours of work). Period may be incrementally extended based on SharePoint Development workload. Period of performance may be ended earlier by either party for any reason by serving notice at least 30 days prior to adjust end date of the period of performance.

Resumes are to be submitted for review no later than 3/20/13. Candidate interviews will begin on 3/25/13.

Project I  
Automation of Document Review System

**Overview:**

Technical reviews are conducted on a number of documents, including design reviews, statements of work, contracts, health and safety plans, etc, within the disciplines of safety, occupational health, and environmental compliance. Currently, the system uses an Excel spreadsheet to track document progress and FileMaker Pro to capture comments from the disciplines. In addition, the current process includes a number of manual steps. We have reviewed the document review process with the goal of identifying and implementing improvements. This analysis has identified improvements in the process that would be gained by combining a number of individual steps and integrating the entire process in a single SharePoint application.

**Requirements:**

Scenario:

- Document Coordinator receives document for review
- Coordinator logs document into database:
  - Document name
  - Document review number
  - POC data
  - Date received
  - POC's requested review period
  - Granted review period
  - Date document submitted to subject matter experts (SME)
  - Date SME accepts/declines review (Y/N)
  - Date POC is notified document is approved or Code SH comments sent to POC
  - Date POC returns corrections
  - Date POC's corrections accepted by SMEs
  -
- Coordinator attaches document to database electronically; or, if drawings, hand delivers to Subject Matter Experts (SMEs)
- Coordinator sends notification email to SMEs that document is available for review and date review is to be complete (if possible, the database should do this but if not possible, this would be done using Outlook)
- SMEs respond (If possible, the database should do this but if not possible, this would be done using Outlook):
  - Accept review assignment
  - Decline review assignment
- SMEs that accept assignment complete comment sheet inside database
  - SME notifies Coordinator when comments are complete (If possible, the database should do this but if not possible, this would be done using Outlook)
  - Comments form should have the following boxes:
    - Document accepted with comments to be incorporated (POC does not need to respond)

- Document accepted as written
  - Document approval not recommended (POC needs to respond to comments)
- Coordinator generates comment report
  - Database should create report by collating all the SME comments, classifying them by SME
  - If SME checked the No Comments box, database should put “None” under the SME name (classification)
  - Report should be automatically sent to POC (or posted if on web, and POC notified)
  - Report should state status of review; e.g. “Document accepted as written”, etc. Note: database use Boolean logic to interpret SME’s desires and make a collective statement; if not, then the SME direction should be given within each SMEs classified space
- POC notifies database when responses to comments are complete and database notifies Coordinator and all participating SMEs (If possible, this should be done within the database but if not possible, this would be done using Outlook)
- SMEs review POC response and:
  - Checks “Accepted” box on form
  - Or makes new comment and checks “Do again” box
- Database should send a reminder to all SMEs that have not completed their review within 8 days
- POC is notified by database or Outlook when SMEs complete their reviews
  - If no further comments, notification should state the documents have been approved
  - If further comments, notification should state that the POC needs to revisit the comment form
- Database should be able to archive based on the “document review number”
- Database should be able to control versions so that changes cannot be made to comments once they are completed except by the author of the comment
- Database should be able to prepare graphical reports showing such statistics as average SME response time, average process completion time, etc.
- Specify figures of merit for each task.
- Describe the environment in which the requirements are to operate (physical, operational, organizational, etc.).
- Describe the support policy intended to sustain the requirement throughout its lifetime. Investigate alternative support models. Include the following issues where applicable:
  - Diagnostic requirements.
  - Support and test equipment policy.
  - Maintenance and repair logistics.
  - Personnel support policy (Number, skills, know-how, etc.)
  - Training and related equipment.
  - Provisioning for spares, repair parts and supplies.
  - Required facilities policy.
  - Packaging, handling, storage and transport policy.
  - Configuration management.
  - Interfaces to existing co-functioning systems.

- Cite reference(s) where possible to add credibility to the existence of the need.

Exhibit 2  
Project 2  
BPR Monthly Report Automation

**Overview:**

The BPR is a monthly report comprised of a single PowerPoint chart with an embedded Excel file. The Excel table in the report has 2 halves; “Mission” & “Mission Support”. The data reported in the Mission column is to be automated.

The Mission report is created through the following reporting chain:

- Project Managers (enter data)
- Mission Directors (edit data for THEIR Directorate)
- PSO (final edit & release)

**Requirements:**

Develop a SharePoint site and workflow for the submissions, edits, and reviews to release.

- All prior submissions should be available for review by all users.
- Each individual item in the report is composed of 4 elements:
  - “Status Color” (R/G/Y)
  - The Reportable item text
  - Backup information text
  - Acronym definitions
- The list of projects reporting should carry forward into the next month (the baseline set will be provided). Each individual should be able to add a new project. Only Mission Directors (MDs) should be able to delete a project from the template.
- Permission Levels:
  - Level 1 Contributors
  - Level 2 Editors
  - Level 3 Editors & Final Release



Exhibit 3  
Federal Government Holidays

2013 Holiday Schedule

<b>Date</b>	<b>Holiday</b>
Tuesday, January 1	New Year's Day
Monday, January 21	Birthday of Martin Luther King, Jr.
Monday, February 18 *	Washington's Birthday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Wednesday, December 25	Christmas Day